



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

MEMORANDUM CIRCULAR

NO: 2019-44

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS AND DILG-BARMM MINISTER

SUBJECT : 2019 SEAL OF GOOD LOCAL GOVERNANCE: PAGKILALA SA KATAPATAN AT KAHUSAYAN NG PAMAHALAANG LOKAL

DATE : March 15, 2019

1. PREFATORY STATEMENT

The Seal of Good Local Governance (SGLG) puts premium to integrity and good performance as it seeks to institutionalize the continuity of local governance reforms and development. It is a progressive assessment system that gives LGUs distinction for their remarkable performance across several areas.

CY 2018 SGLG demonstrated a fundamental upgrade into DILG's performance metrics by espousing an integrated perspective through the "All-In" assessment principle. Beyond compliance with laws and presence of internal administrative mechanisms, measures were also elevated to capture results-oriented conditions and highlight critical roles of LGUs in setting the course of overall local development. Results across various areas revealed that the "All-in" standard is a viable assessment principle and that LGU performance necessitates nurturing and intensification.

This year, the Department carries on with the "All-In" rule primarily to continue influencing more LGUs to embrace the drive for good local governance in pursuit of improving and sustaining reforms in local administration and service delivery. With this, an LGU must pass all seven areas: Financial Administration; Disaster Preparedness; Social Protection; Peace and Order; Business-friendliness and Competitiveness; Environmental Management; and Tourism, Culture and the Arts.

The future of SGLG is geared towards institutionalizing a culture of performance among local governments. This will help strengthen the use of performance information for evidence-based actions and interventions - both at the local and national levels, towards a "*Gobyemong may Malasakit tungo sa Pagbabago at Patuloy na Pag-unlad*".

2. SCOPE/COVERAGE

This policy shall cover:

- 2.1 Eighty-one (81) provinces, 145 cities and 1,489 municipalities which shall be subjected to the SGLG assessment;
- 2.2 All DILG Regional and Field Offices (DILG-RO and FO), primarily involved in regional implementation, together with non-government organizations (NGOs), civil society organizations (CSOs), local research institutes (LRIs) and/or national government agencies (NGAs) partners;
- 2.3 Bureau of Local Government Supervision – Local Governance Performance Management Division (BLGS-LGPMD), as overall lead in the implementation of the program; and
- 2.4 Concerned DILG-Central Office (DILG-CO) Bureaus and Services are likewise tasked to provide the necessary technical, administrative and/ or logistical support.

3. POLICY CONTENT AND GUIDELINES

3.1 Assessment Criteria

The SGLG applies the “All-in” assessment system where the LGU has to pass the following seven (7) governance areas aimed to:

- 3.1.1 Financial Administration: *Foster transparency and accountability.*
- 3.1.2 Disaster Preparedness: *Prepare for challenges posed by disasters.*
- 3.1.3 Social Protection: *Broaden access to social services especially the marginalized and most vulnerable in the community.*
- 3.1.4 Peace and Order: *Protect the community from threats to life and security.*
- 3.1.5 Business-Friendliness and Competitiveness: *Attract more businesses for investments and employment.*
- 3.1.6 Environmental Protection: *Uphold the integrity of the environment.*
- 3.1.7 Tourism, Culture and the Arts: *Optimize tourism potential, and enrich cultural heritage and community.*

In addition, for a province to qualify, ten percent (10%) of its component cities and municipalities must also be passers.

Assessment results shall be subjected to further deliberation to ensure alignment to the objectives and principles of the SGLG.

3.2 Assessment Prerequisites: Tools, Mechanisms, Structures and Support from Partners

3.2.1 Assessment Tools. Prescribed forms and supporting guidelines shall be provided by the BLGS to facilitate data capture, certification and documentation. A separate issuance for these shall be circulated to all Regional Offices.

3.2.2 Operational Platforms

3.2.2.1 Local Governance Performance Management System (LGPMS) shall be the main platform of the SGLG, particularly for online data entry and web reports.

3.2.2.2 LGPMS-SGLG Google Drive shall serve as the storage facility of all documents and databases relative to LGU assessment and monitoring of activities.

3.2.2.3 Use of email and social media shall be maintained to expedite coordination requirements.

3.2.3 Structures and Compositions

3.2.3.1 The National Steering Committee, organized by BLGS, is composed of experts and advocates from NGAs and CSOs; representatives from local government leagues; select DILG Regional Directors and Central Office personnel; and led by the USLG. The Committee is tasked to finalize the parameters and implementation schemes, and ensure coherence of the same with governance principles and emerging frameworks. Once firmed up, the guidelines shall be recommended for approval by the Secretary of Interior and Local Government (SILG).

3.2.3.2 The Regional Assessment Teams, to be organized by the DILG-Regional Office and headed by the Assistant Regional Director, consist of at least a cross-posted Cluster Head (for component cities and municipalities) or Provincial/City Director (for provinces and HUCs) and a representative from a CSO or LRI. They are tasked to conduct documentary review, onsite validation and/or interview as appropriate. The DILG-ROs may also engage representatives from interested partner-NGA or private sector. Moreover, the DRR-CCA Regional or Provincial Focal Persons are to be tapped as resource person or team member to confirm adequacy of information and corresponding evidence for parameters under Disaster Preparedness.

Recommendations of the teams shall be the main reference in shortlisting potentially qualified LGUs of each region.

3.2.3.3 The National Validation Teams, to be organized by the BLGS, are composed of representatives from DILG-Central Office; DILG-Regional Offices, NGOs/CSOs; LRIs; and/or partner-agencies. The teams' primary

responsibility is to ensure data reliability and substantiate assessment observations for shortlisted LGUs.

3.2.3.4 The National Quality Committee, to be organized by the BLGS, is composed of experts and advocates of good governance coming from partner NGAs, NGOs/CSOs and LRIs, and headed by the USLG. This Committee shall deliberate final screening of assessment results to determine acceptability and resolve issues encountered prior to indorsing the list of qualified LGUs to the SILG.

3.2.3.5 The National Awards Committee, to be organized by BLGS, is composed of DILG Management, Bureau and Service personnel, select DILG-Regional Offices and others concerned. This Committee is tasked to administer the preparatory, deployment and post-activity requirements of the national conferment.

3.2.4 To sustain a balanced and impartial perspective in the overall SGLG implementation, engagement of representatives from partner NGOs/CSOs or LRIs, either national or regional, is essential. Selection shall be based on DILG-CO/RO's existing partnerships and/or their degree of participation or advocacy on good local governance reforms. As members of RAT, they are encouraged to participate in all aspects of assessment.

Honorarium for NGO/CSO/LRI-partners shall be allocated by the BLGS; while other funding requirements (e.g., travel expenses) shall be augmented by respective Regional Offices, subject to usual accounting and auditing rules.

3.3 Phases of the Implementation, Indicative Schedules and Responsibilities

Substantive assessment results are dependent on quality data inputs and firm observance of prescribed operational prerequisites. Relatedly, data completeness and reliability is essential in bringing about a more comprehensive evidence-based analysis. It is, thereby, imperative that roles and responsibilities are understood and performed diligently by all those involved in the assessment. This undertaking is guided by the following basic procedures:

3.3.1 Regional Assessment: Data Gathering and Certification, Onsite Visit and Documentary Review, Calibration and First Shortlisting, and Online Data Entry (March 25 to May 31)

3.3.1.1 Data Gathering and Certification

a. LGPMS-LGU Profile. LGU basic information shall be collected by the LGPMS-LGU Team.

b. SGLG. Each LGU within a region shall ensure data availability or accessibility to the Provincial/City/Municipal Local Government Operations Officer or Provincial/ City Director, whichever is applicable, who shall be responsible in retrieving and consolidating data from LGU sources.

- 3.3.1.2 Onsite Visit, Interview and/ or Documentary Review. To guarantee data reliability at the local level, the members of the Regional Assessment Teams (RATs) shall take the lead in the validation and certification of LGU evidence through applicable means of verification, i.e., onsite visit, interview, and documentary review. Regional and provincial focal persons shall provide technical assistance to the RATs.

In case of observed discrepancy relative to data gathered on:

- a. NGA Data vs. Local Data. DILG-RO shall notify BLGS through the Change Request Process, to facilitate confirmation and action from NGA concerned.
- b. RO Data vs. Local Data. The DILG-RO shall coordinate with regional office or agency concerned to reconcile data and reflect final entry in the SGLG forms. BLGS shall be notified accordingly.

All Forms shall be duly signed by all members of the RATs prior to submission to the DILG Provincial or Regional Office, as appropriate.

- 3.3.1.3 Quality Check, Calibration and First Shortlisting

The DILG-Provincial and Regional Offices, through the Focal Persons, must conduct quality checking of documents submitted by the RATs to verify completeness of data and documentary requirements. Any quality and/or integrity issue raised shall be resolved at these levels.

Based on the certified recommendations, initial processing and calibration shall be conducted by DILG-RO together with the RATs to come up with the region's shortlisted potential LGU-passers, and indorse the same to the DILG-Regional Director for vetting and approval.

The DILG-PO may also do a pre-processing and pre-calibration prior to the regional level activity.

- 3.3.1.4 Data Entry thru the online LGPMS database. Once all data are collected and verified, these shall now be captured in the LGPMS online facility. Specifically:

- a. LGPMS-LGU Profile. This shall be the sole responsibility of the LGU-LGPMS Team.
- b. SGLG Data. The LGPMS-SGLG Regional Focal Person shall take the lead in encoding data for provinces, HUCs and ICCs; while the LGPMS-SGLG Provincial Focal Person for component cities and municipalities.

To expedite this task, the DILG-RO and PO shall tap cross-posted C/MLGOOs or Cluster Heads.

3.3.2 National Assessment: Calibration and Validation (June 3 to August 30, 2019)

- 3.3.2.1 Data Extraction and Database Normalization. To facilitate processing and simulation of nationwide data, BLGS shall extract from the online LGPMS and build on the working database of the assessment, taking into account applicability criteria and the regions' shortlisted LGUs.
- 3.3.2.2 National Data Processing and Quality Check. This last phase of quality check prior to national validation shall be done through a document review vis-à-vis processed data using a cross-region method. Output is the list of LGUs to undergo the next level of validation.
- 3.3.2.3 National Validation. Integral in this stage of the assessment is the confirmation of results to support final recommendations. This shall be led by National Validation Teams through onsite visit, interview and/or documentary review, as appropriate. Additional sub-parameters may be applied for some criteria which may require further inquiry by the assigned validator(s) to further clarify information requirements and support initial observations.

3.3.3 Presentation of Validation Results, Indorsement and Approval (September 2019)

- 3.3.3.1 Presentation of National Validation Results and Indorsement. Based on validation results, the Initial List of 2019 SGLG Awardees shall be presented to the members of the National Quality Committee for screening.

Additional local governance parameters affecting LGUs shall form part of the criteria for final deliberation by the Committee. These shall include but are not limited to: (a) institutional integrity (e.g. non-involvement to cases subjected to disciplinary actions); (b) effectiveness of disaster-preparedness (e.g. reports on casualties and damages); and (c) other parameters deemed highly relevant that are identified during the whole process.

Once agreements are reached, the List shall be indorsed to the SILG through the USLG.

- 3.3.3.2 Approval of the SILG. The final stage of results acceptability is the decision and approval of the SILG. The recommended list along with the additional validation measures shall be presented. Once approved and signed, said document becomes the Official List of SGLG Awardees for CY 2019.

3.3.4 Announcement of Results (October)

The Official List of CY 2019 SGLG Awardees shall be officially published through the DILG website and print media. Likewise, the same shall be communicated to the DILG-ROs for dissemination, including the qualified LGUs for the following:

3.3.4.1 Good Financial Housekeeping. A separate policy covers the simplified certification process for GFH.

3.3.4.2 Seal of Good Local Governance

- a. SGLG Awardees. Awarding ceremonies shall be organized where each LGU-passer is to be conferred with 2019 SGLG marker.
- b. LGUs that did not qualify for the SGLG shall be notified with their performance scorecards citing areas of compliance and opportunities for development.
- c. Special recognitions across the seven (7) governance areas, as may be deemed appropriate, shall also be accorded to identified local governments.

3.4 Governance Assessment Report and Conduct of Exit Conference

The Governance Assessment Report (GAR) displays the overall performance of LGUs across the seven areas in a given assessment period. Such results may be integrated in the reports of the Local Chief Executives in public assemblies (e.g. State of the Province/City/Municipality Address) and other local activities as a means to communicate LGU condition to constituents along with their plan of action. Furthermore, performance information generated may also be used to develop comprehensive analysis and evidence-based interventions.

To expedite production, the printing of GARs shall be the responsibility of BLGS for LGUs covered in the national validation, while the rest of the LGUs shall be by the DILG-Regional Offices. As a prerequisite, all reports shall be reviewed by the DILG Regional and/or Provincial Focal Persons prior to printing.

The printed GAR shall be disseminated by the designated DILG Regional / Provincial / City Director or C/MLGOO through an exit conference which will also serve as venue for dialogue where areas for improvement may be identified and agreed upon for LGU action.

3.5 Link to the Performance Challenge Fund and Other Opportunities

Awardees are eligible to the Performance Challenge Fund (PCF) to finance local development initiatives in furtherance of national goals and strategic thrusts. Details of the PCF incentive shall be issued in a separate Circular.

Moreover, LGU access to other program windows and capacity development assistance from the Department will form part of the incentives package, subject to national policies and guidelines.

3.6 Utilizing SGLG Assessment Results

Aside from the Governance Assessment Report, a wide variety of local profiles can be generated from SGLG information which can be used to provide quantitative and/or qualitative inputs for analysis of local conditions, as well as, influence informed planning, decision making and actions, not only by localities but also other stakeholders.

Particularly, DILG-Regional Offices are encouraged to customize reports on the performance of LGUs within their areas of jurisdiction to identify strengths and possible areas of improvement. Findings may serve as inputs in crafting a menu of interventions that will address identified gaps, with the assistance of other stakeholders.

In case SGLG-derived information is used by other entities or agencies to substantiate particular researches or reports, it is necessary that DILG is duly acknowledged as primary source.

4. REFERENCES

4.1 Legal Provisions. The assessment is supported by the provisions of the following policies:

4.1.1 Administrative Order No. 267 s. 1992

4.1.2 Local Government Code of 1991

4.2 LGU Data. The evidence for the SGLG indicators shall be sourced from agency-partners or directly from LGUs, as follows:

4.2.1 Data from National Government Partners (to be collected by BLGS)

Indicator	Data Source
• Accredited LGU-managed hospitals and rural health units	Philippine Health Insurance Corporation
• Accredited LGU-managed residential care facilities	Department of Social Welfare and Development
• Audit opinion and percentage of previous year's audit recommendations acted upon	Commission on Audit
• Average local revenue for 3 consecutive years	Department of Finance – Bureau of Local Government Finance
• Child-friendly Local Governance Audit / Seal of Child-friendly Local Governance Awardees	DILG – National Barangay Operations Office
• Competitiveness Index	Department of Trade and Industry
• Compliance with the Full Disclosure Policy	Bureau of Local Government Supervision – Policy Compliance Monitoring Division

• Comprehensive Land Use Plan	Housing and Land Use Regulatory Board
• e-SRE online posting compliance	Department of Finance – Bureau of Local Government Finance
• Gawad KALASAG Awardees for Best LDRRMC and Hall of Fame Awardees	Department of National Defense – Office of Civil Defense
• Most Business Friendly LGU Awardees	Philippine Chamber of Commerce and Industry
• Open and/or controlled dumpsite	Department of Environment and Natural Resources – National Solid Waste Management Commission
• Peace and Order Performance Audit Rating	Bureau of Local Government Supervision – Policy Compliance Monitoring Division
• Provincial Development and Physical Framework Plan	National Economic and Development Authority
• Reports on Casualties and Damages during Disasters	DILG-CO Disaster Information Coordination Center
• Sanitary landfill	Department of Environment and Natural Resources – National Solid Waste Management Commission
• Solid Waste Management Plan	Department of Environment and Natural Resources – National Solid Waste Management Commission
• Utilization rate of Conditional Matching Grant for Provinces (CMGP) for Road Repair, Rehabilitation and Improvement Project Fund	DILG-Office of Project Development Services
• Utilization rate of 20% component of the Internal Revenue Allotment	Department of Finance – Bureau of Local Government Finance
• Utilization rate of Salintubig Project Fund	DILG-Office of Project Development Services

4.2.2 Data from NGA-Regional Offices (to be collected by DILG Regional Offices)

Indicator	Data Source
• Drug-free city/municipality or drug-cleared barangays	Philippine Drug Enforcement Agency – Regional Office

4.2.3 Other data shall directly come from the LGU through the Provincial/City Director or C/MLGOO assigned in the area, to be certified correct and verified by the Regional Assessment Team.

5. MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS

In furtherance of the pertinent provisions of this Circular, key players from the national, regional and provincial levels shall be assigned critical tasks, in particular:

- 5.1 Local Government Monitoring and Evaluation Division (LGMED). The LGMED is tasked to oversee the overall performance assessment and monitoring of LGUs within the Region through the Division Chief, assisted by the designated LGMED-SGLG Regional and Provincial Focal Persons. As the SGLG puts premium to credibility and data completeness, this Division shall help safeguard the whole SGLG process.

As a strategic means of coordination, it shall enable communication of policies and updates on the implementation, as well as, provision of feedback to LGUs on SGLG assessment results.

It is also the responsibility of this Division to track utilization of downloaded funds and report the same to BLGS-LGPMD.

Moreover, the LGMED shall facilitate production of individual Governance Assessment Report, certificate and accompanying letter of each LGU non-passer.

To expedite these tasks, regional folders and monitoring sheets shall be made available in the LGMED-SGLG Google Drive and are to be updated as often as necessary. Link to the online facility shall be provided accordingly.

- 5.2 LGMED-SGLG National Working Team of BLGS-LGPMD. As the overall lead in the performance assessment and monitoring of LGUs nationwide, it shall look closely into the progress of all regions in every phase of the implementation and accordingly, shall take appropriate actions to address arising concerns. It shall inform top management on the status and results of SGLG implementation, as well as, regularly coordinate with regional counterparts and agency-partners.

The Team shall be open to feedback and regard these as working inputs for improving the program.

Furthermore, it shall link its monitoring outcomes to the recognition of DILG-ROs and concerned personnel through the LGMED-SGLG *Maaasahang Katuwang sa Pamamalakad*. A separate guideline shall be issued for the purpose.

- 5.3 SGLG National Quality Committee. This Committee shall be responsible for the final stage of quality assurance of the SGLG. Results of the assessment shall be presented, including issues and observations, to arrive at final recommendations. BLGS-LGPMD shall provide technical and administrative support to the Committee.

6. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

7. APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary

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8. FEEDBACK

For related queries, kindly contact the Bureau of Local Government Supervision at Telephone Number (02) 8763454 (local 4208 or 4209), or at email address lgpms.team@yahoo.com.

9. ANNEXES

- Annex "A": Assessment Criteria for Provinces
- Annex "B": Assessment Criteria for Cities
- Annex "C": Assessment Criteria for Municipalities

2019 SEAL OF GOOD LOCAL GOVERNANCE

Assessment Criteria for Provinces

Annex A

To qualify for the CY 2019 SGLG, a province must meet the following minimum requirements:

FINANCIAL ADMINISTRATION

- 1.1. Good Financial Housekeeping
 - 1.1.1. Most recent audit opinion is unqualified or qualified **plus 30% of recommendations fully complied with**
 - 1.1.2. Compliance with the Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2013-140 (**CY 2018 all quarters** and CY 2019 1st quarter posting period documents)
 - 1.1.2.1. Posting in 3 conspicuous places
 - 1.1.2.2. Posting in the FDP portal
- 1.2. Financial Performance
 - 1.2.1. At least 5% increase in average local revenue growth for three consecutive years (2015-2017)
- 1.3. Financing Development
 - 1.3.1. Functional provincial development council: (a) composition; (b) meeting; (c) executive committee; and (d) approved PDPFP, LDIP **and** AIP
 - 1.3.2. Fund utilization of NGA-supported capital investment projects:
 - 1.3.2.1. Full utilization of the 20% component of the 2017 Internal Revenue Allotment (Development Fund, CY 2017) (Benchmark is at least 59%)
 - 1.3.2.2. Full utilization of the Performance Challenge Fund (CY 2016 and 2017), if applicable
 - 1.3.3. CY 2019 Annual Budget is approved within the prescribed period

DISASTER PREPAREDNESS

- 2.1 2018 Gawad KALASAG 1st Place National Awardee for Best Provincial Disaster Risk Reduction Management Council (PDRRMC), or Hall of Famer Awardee (2015 onwards), OR **ALL** OF THE FOLLOWING:
 - 2.1.1. Established structures and manpower complement: (a) **convened** PDRRMC; (b) plantilla PDRRMO head; and (c) at least three plantilla PDRRMO staff complement for research and planning, administration and training, and operations and warning
 - 2.1.2. Plans available and funds utilized: (a) approved Provincial Development & Physical Framework Plan; (b) PDRRM plan and budget; (c) provincial climate change action plan; (d) contingency plan **for top 2 high-risk hazard**; and (e) at least 50% utilization rate of 70% component of 2018 LDRRM Fund
 - 2.1.3. Early warning system
 - 2.1.4. Evacuation management: (a) **all required facilities present** in at least one evacuation center; (b) system for registration; (c) localized info guide; and (d) prepositioned goods and resources
 - 2.1.5. Systems and structures: (a) Standard Operating Procedures; (b) equipped and trained search and rescue or emergency response teams **for top 2 high-risk hazard**; (c) functioning 24/7 LDRRM operations center; (d) **at least one LDRRMC member or LDRRMO head/plantilla LDRRMO staff** trained in Incident Command System; and (e) established pre-emptive and forced evacuation

SOCIAL PROTECTION

- 3.1 At least 85% completion or utilization rate of the fund intended for the 2018 Provincial School Board Plan
- 3.2 Gender and development (GAD) mechanism: (a) focal point system; (b) updated GAD code; (c) GAD database; (d) CY 2018 GAD accomplishment report; and (e) CY 2019 GAD plan and budget submitted to DILG-FO for review
- 3.3 Updated provincial code for children
- 3.4 At least 50% of provincial government-run hospitals are Philhealth-accredited for **CY 2018 or 2019**
- 3.5 Promoting the welfare of persons with disability
 - 3.5.1 Compliance with the Accessibility Law: ramps with handrails at the entrance/exit, special lift/elevator, as applicable, and wheelchair-accessible toilets with grab bars in the provincial capitol and main provincial hospital

- 3.5.2 Established Persons with Disability Affairs Office
- 3.6 At least one DSWD-accredited LGU-managed residential care facility for the vulnerable sectors (e.g., women, children, senior citizens and PWDs)
- 3.7 Provincial social work and development officer holds plantilla position and is a registered social worker
- 3.8 Compliance with mandatory representation in the sanggunian with representative accorded with regular privileges and emoluments of a sanggunian member, if applicable

PEACE AND ORDER

- 4.1 Passed the **2018 Peace and Order Performance Audit rating**, OR met the following:
 - 4.1.1 Convened provincial peace and order council, and
 - 4.1.2 At least 75% target completion of, or fund utilization for, Peace & Order and Public Safety Plan
- 4.2 Provincial anti-drug abuse council convened
- 4.3 Provided logistical support to the PNP Provincial Office in CY 2018

BUSINESS-FRIENDLINESS AND COMPETITIVENESS

- 5.1 Finalist of the PCCI's Most Business-Friendly LGUs Award CY 2018, OR **ALL** OF THE FOLLOWING:
 - 5.1.1 Established provincial economic and investment promotion office
 - 5.1.2 Updated provincial investment and incentives code
 - 5.1.3 Full utilization of Conditional Matching Grant to Provinces for Road Repair, Rehabilitation and Improvement (formerly KALSADA program) for CY 2016 (Benchmark for CY 2017: at least 60%)

ENVIRONMENTAL MANAGEMENT

- 6.1 Provincial solid waste management board convened
- 6.2 Approved 10-year solid waste management plan

TOURISM, CULTURE AND THE ARTS

- 7.1 Tourism development, any two of the following sub-indicators: (a) provincial tourism office or officer; (b) tourist information and assistance center or desks; and (c) tracking system of tourism data
- 7.2 Cultural heritage promotion and conservation, any three of the following sub-indicators: (a) provincial council for the promotion of culture and the arts; (b) at least 75% utilization rate of the budget appropriated for the conservation and preservation of cultural property for CY 2018; (c) cultural property inventory; and (d) documented and published narrative of history and culture

TESTS of RESULTS-ACCEPTABILITY (For deliberation of National Quality Committee members)

- 8.1 At least 10% of its component cities and municipalities are CY 2019 SGLG passers
- 8.2 Zero death after a disaster
- 8.3 Institutional integrity e.g., non-involvement to cases that may be subjected to disciplinary actions

2019 SEAL OF GOOD LOCAL GOVERNANCE

Assessment Criteria for Cities

To qualify for the CY 2019 SGLG, a city must meet the following minimum requirements:

FINANCIAL ADMINISTRATION

- 1.1 Good Financial Housekeeping
 - 1.1.1 Most recent audit opinion is unqualified or qualified **plus 30% of recommendations fully complied with**
 - 1.1.2 Compliance with the Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2013-140 (**CY 2018 all quarters** and CY 2019 1st quarter posting period documents)
 - 1.1.2.1 Posting in 3 conspicuous places
 - 1.1.2.2 Posting in the FDP portal
- 1.2 Financial Performance
 - 1.2.1 At least 5% increase in average local revenue growth for three consecutive years (2015-2017)
- 1.3 Financing Development
 - 2.1.6. Functional city development council: (a) composition; (b) meeting; (c) executive committee; and (d) approved CDP, LDIP **and** AIP
 - 1.3.1 Fund utilization of NGA-supported capital investment
 - 1.3.2 Fund utilization of NGA-supported capital investment projects:
 - 1.3.2.1 Full utilization of the 20% component of the 2017 Internal Revenue Allotment (Development Fund, CY 2017) (Benchmark: at least 55%)
 - 1.3.2.2 Full utilization of the Performance Challenge Fund (CY 2016 and 2017), if applicable
 - 1.3.3 CY 2019 Annual Budget is approved within the prescribed period

DISASTER PREPAREDNESS

- 2.1 2018 Gawad KALASAG 1st Place National Awardee for Best City Disaster Risk Reduction Management Council, or Hall of Famer Awardee (2015 onwards), OR **ALL OF THE FOLLOWING:**
 - 2.1.1 **For HUCs:** Established structures and manpower complement: (a) **convened** CDRRMC; (b) plantilla CDRRMO head; and (c) at least three plantilla CDRRMO staff complement for research and planning, administration and training, and operations and warning
For ICCs/CCs: Established structures and manpower complement: (a) **convened** CDRRMC; (b) plantilla CDRRMO head; and (c) at least one plantilla CDRRMO staff complement for research and planning, administration and training, and operations and warning
 - 2.1.2 Plans available and funds utilized: (a) approved Comprehensive Land Use Plan; (b) CBDRRM plan and budget; (c) city climate change action plan; (d) contingency plan **for top 2 high-risk hazard**; (e) at least 50% utilization rate of the 70% component of 2018 LDRRM Fund; and (f) at least 75% of barangays have CBDRRM Plans
 - 2.1.3 Early warning system
 - 2.1.4 Evacuation management: (a) **all required facilities present** in at least one evacuation center; (b) system for registration; (c) prepositioned goods and resources; (d) localized info guide; and (e) at least 75% of barangays have evacuation guide
 - 2.1.5 **For HUCs:** Systems and structures: (a) Standard Operating Procedures; (b) equipped and trained search and rescue or emergency response teams **for top 2 high-risk hazard**; (c) LDRRM operations center functions 24/7; (d) **at least one LDRRMC member or LDRRMO head/plantilla LDRRMO staff** trained in Incident Command System; and (e) established pre-emptive and forced evacuation
For ICCs/CCs: Systems and structures: (a) Standard Operating Procedures; (b) equipped and trained search and rescue or emergency response teams **for top 2 high-risk hazard**; (c) LDRRM operations center functions at least during disaster; (d) **at least one LDRRMC member or LDRRMO head/plantilla LDRRMO staff** trained in Incident Command System; and (e) established pre-emptive and forced evacuation

SOCIAL PROTECTION

- 3.1 2018 Seal of Child-friendly Local Governance Awardee
- 3.2 At least 85% completion or utilization rate of the fund intended for the 2018 City School Board Plan
- 3.3 Mechanisms for gender and development and violence against women and their children: (a) focal point system; (b) updated GAD code; (c) GAD database; (d) CY 2018 GAD accomplishment report; (e) CY 2019 GAD plan and budget submitted to DILG-FO for review; (f) 100% of barangays with VAWC desks; and (g) at least 80% of barangays submitted their quarterly VAWC reports for **all quarters of CY 2018**
- 3.4 Updated city code for children
- 3.5 **For HUCs:** At least 50% of city government-run hospitals and/or main health facilities are Philhealth-accredited for maternal care package, primary care benefits, and TB-directly observed treatment short-course (TB-DOTS) for **CY 2018 or 2019**

- For ICCs/CCs: Philhealth accreditation of at least one hospital or main health facility for maternal care package, primary care benefits, and TB-DOTS for **CY 2018 or 2019**
- 3.6 Promoting the welfare of persons with disability
- 3.6.1 Compliance with the Accessibility Law: ramps with handrails at the entrance/exit, special lift/elevator, as applicable, and wheelchair-accessible toilets with grab bars in the city hall and main city hospital/health facility
- 3.6.2 For HUCs: Established Persons with Disability Affairs Office
For ICCs/CCs: A designated Persons with Disability Affairs Officer
- 3.7 For HUCs only: At least one DSWD-accredited LGU-managed residential care facility for the vulnerable sectors (e.g., women, children, senior citizens and PWDs)
- 3.8 City social work and development officer holds plantilla position and is a registered social worker
- 3.9 Compliance with mandatory representation in the sanggunian with representative accorded with regular privileges and emoluments of a sanggunian member, if applicable
- 3.10 Absence of illegal dwelling units/structures, or LGU efforts for resettlement of informal settlers
- 3.11 Full utilization of funds for Salintubig project for CY 2012-2016, if applicable (Benchmark for CY 2017: at least 50%)

PEACE and ORDER

- 4.1 Passed the **2018 Peace and Order Performance Audit rating**, OR met the following:
- 4.1.1 Convened city peace and order council, and
- 4.1.2 At least 75% target completion of, or fund utilization for, Peace & Order and Public Safety Plan
- 4.2 City anti-drug abuse council **convened**
- 4.3 Provided logistical support to the PNP City Office in CY 2018
- 4.4 Barangay peacekeeping action teams: 100% organized and 100% trained
- 4.5 Drug-free city or increase in drug-cleared barangays
- 4.6 Total ban or regulating firecracker and pyrotechnic devices

BUSINESS-FRIENDLINESS AND COMPETITIVENESS

- 5.1 Finalist of the PCCI's Most Business-Friendly LGUs Award CY 2018, OR Ranked among the Top 50 Cities and Top 50 Municipalities of the 2018 Competitiveness Index, OR **ALL OF THE FOLLOWING:**
- 5.1.1 Established city economic and investment promotion office
- 5.1.2 Updated citizens charter
- 5.1.3 Simplified business processing and licensing system: (a) not more than 3 steps, both for new and renewal of business; (b) not more than 1 day processing time for business renewal; (c) not more than 2 days processing for new business; and (d) Business-One-Stop-Shop
- 5.1.4 For HUCs: Computerized tracking system of all economic data: (a) no. of new business; (b) no. of business renewal; (c) amount of capital investment derived from registered new businesses; and (d) no. of employees derived from registered new businesses and business renewals
- 5.1.5 For ICCs/CCs: Computerized tracking system of at least three of the following economic data: (a) no. of new business; (b) no. of business renewal; (c) amount of capital investment derived from registered new businesses; and (d) no. of employees derived from registered new businesses and business renewals
- 5.1.6 Updated city investment and incentives code

ENVIRONMENTAL MANAGEMENT

- 6.1 City solid waste management board **convened**
- 6.2 No operating open and/or controlled dumpsite
- 6.3 For HUCs: ALL of the following: (a) approved 10-year solid waste management plan; (b) materials recovery facility; and (c) access to sanitary landfill as final disposal
- 6.4 For ICCs/CCs: ANY TWO of the following: (a) approved 10-year solid waste management plan; (b) materials recovery facility; and (c) access to sanitary landfill as final disposal

TOURISM, CULTURE and the ARTS

- 7.1 Tourism development, any two of the following sub-indicators: (a) city tourism office or officer; (b) tourist information and assistance center or desks; and (c) tracking system of tourism data
- 7.2 Cultural heritage promotion and conservation, any three of the following sub-indicators: (a) city council for the promotion of culture and the arts; (b) at least 75% utilization rate of the budget appropriated for the conservation and preservation of cultural property for CY 2018; (c) cultural property inventory; and (d) documented and published narrative of history and culture

TESTS of RESULTS-ACCEPTABILITY (For deliberation of National Quality Committee members)

- 8.1 Zero death after a disaster
- 8.2 Institutional integrity e.g., non-involvement to cases that may be subjected to disciplinary actions

2019 SEAL OF GOOD LOCAL GOVERNANCE

Assessment Criteria for Municipalities

To qualify for the CY 2019 SGLG, a municipality must meet the following minimum requirements:

FINANCIAL ADMINISTRATION

1.1 Good Financial Housekeeping

1.1.1 Most recent audit opinion is unqualified or qualified **plus 30% of recommendations fully complied with**

1.1.2 Compliance with the Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2013-140 (**CY 2018 all quarters** and CY 2019 1st quarter posting period documents)

1.1.2.1 Posting in 3 conspicuous places

1.1.2.2 Posting in the FDP portal

1.2 Financial Performance

1.2.1 At least 5% increase in average local revenue growth for three consecutive years (2015-2017)

1.3 Financing Development

1.3.1 Functional municipal development council: (a) composition; (b) meeting; (c) executive committee; and (d) approved CDP, LDIP **and** AIP

1.3.2 Fund utilization of NGA-supported capital investment projects:

1.3.2.1 Full utilization of the 20% component of the 2017 Internal Revenue Allotment (Development Fund, CY 2017) (Benchmark: at least 66%)

1.3.2.2 Full utilization of the Performance Challenge Fund (CY 2016 and 2017), if applicable

1.3.2.3 Full utilization of funds under Assistance to Municipalities (formerly BuB/ADM) (CY 2014-2017), if applicable (Benchmark for CY 2017: at least 85%)

1.3.3 CY 2019 Annual Budget is approved within the prescribed period

DISASTER PREPAREDNESS

2.1 2018 Gawad KALASAG 1st Place National Awardee for Best Municipal Disaster Risk Reduction Management Council, or Hall of Famer Awardee (2015 onwards), OR

ALL OF THE FOLLOWING:

2.1.1 Established structures and manpower complement: (a) **convened** MDRRMC; (b) plantilla MDRRMO head; and (c) plantilla MDRRMO staff complement for research and planning, administration and training, and operations and warning [**for 1st to 3rd Class**: at least one staff complement; **for 4th to 6th Class**: at least one designated staff complement]

2.1.2 Plans available and funds utilized: (a) approved Comprehensive Land Use Plan; (b) MDRRM plan and budget; (c) municipal climate change action plan; (d) contingency plan **for top 2 high-risk hazard**; (e) at least 50% utilization rate of the 70% component of 2018 LDRRM Fund; and (f) at least 75% of barangays have CBDRRM Plans

2.1.3 Early warning system

2.1.4 Evacuation management: (a) **all required facilities present** in at least one evacuation center (b) system for registration; (c) localized info guide; (d) prepositioned goods and resources; and (e) at least 75% of barangays have evacuation guide

2.1.5 **For 1st to 3rd Class**: Systems and structures: (a) Standard Operating Procedures; (b) equipped and trained search and rescue or emergency response teams **for top 2 high-risk hazard**; (c) LDRRM operations center functions at least during disaster; (d) **at least one LDRRMC member or LDRRMO head/plantilla LDRRMO staff** trained in Incident Command System; and (e) established pre-emptive and forced evacuation

For 4th to 6th Class: Systems and structures: (i) Standard Operating Procedures; (ii) equipped and trained search and rescue or emergency response teams **for top 2 high-risk hazard**; and (iii) any two of the following sub-indicators-- (a) LDRRM operations center functions at least during disaster; (b) **at least one LDRRMC member or LDRRMO head/plantilla LDRRMO staff** trained in Incident Command System; and (c) established pre-emptive and forced evacuation

SOCIAL PROTECTION

3.1 2018 Seal of Child-friendly Local Governance Awardee

3.2 At least 85% completion or utilization rate of the fund intended for the 2018 Municipal School Board Plan

3.3 Mechanisms for gender and development and violence against women and their children: (a) focal point system; (b) updated GAD code; (c) GAD database; (d) CY 2018 GAD accomplishment report; (e) CY 2019 GAD plan and budget submitted to DILG-FO for review; (f) 100% of barangays with

VAWC desks; and (g) at least 80% of barangays submitted their quarterly VAWC reports **for all quarters of CY 2018**

- 3.4 Updated municipal code for children
- 3.5 Philhealth accreditation of at least one hospital or main health facility for maternal care package, and either primary care benefits or TB-directly observed treatment short-course (TB-DOTS) **for CY 2018 or 2019**
- 3.6 Promoting the welfare of persons with disability
 - 3.6.1 Compliance with the Accessibility Law: Ramps with handrails at the entrance/exit, special lift/elevator, as applicable, and wheelchair-accessible toilets with grab bars in the city hall and main city hospital/health facility
 - 3.6.2 A designated Persons with Disability Affairs Officer
- 3.7 Municipal social work and development officer holds plantilla position and is a registered social worker
- 3.8 Compliance with mandatory representation in the sanggunian with representative accorded with regular privileges and emoluments of a sanggunian member, if applicable
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 - 5.1.2 Updated citizens charter
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 - 5.1.4 Computerized tracking system of at least three of the following economic data: (a) no. of new business; (b) no. of business renewal; (c) amount of capital investment derived from registered new businesses; and (d) no. of employees derived from registered new businesses and business renewals

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